

## APPENDIX I

### SPECIAL ACCESS PROGRAM DOCUMENTATION

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CONGRESSIONAL NOTIFICATION OF SAP ESTABLISHMENT FORMAT

(CLASSIFICATION)

Honorable Jane S. Able  
Chairperson, Committee on (Name of Committee)  
House of Representatives  
Washington, DC 20515-0000

Dear Ms. Chairperson:

(x/XX) Consistent with Section 119(f) of Title 10, United States Code, this is to notify you that I have approved initiation of the Special Access Program named (Nickname) as proposed by the Secretary of the (Military Department), effective 30 days from receipt of this letter.

(X/XX) This program protects extremely sensitive information related to \_\_\_\_\_

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(U) Funds for this Special Access Program have been approved for obligation no earlier than 30 days after receipt of this letter.

Sincerely,

John P. White

CC:  
Honorable John B . Doe  
Ranking Minority Member

Classified by: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Declassify on: \_\_\_\_\_

(CLASSIFICATION)

# **SPECIAL ACCESS PROGRAM SUMMARY REPORT FORMAT**

## **SPECIAL ACCESS PROGRAM SUMMARY FOR FISCAL YEAR 19XX SUMMARY**

IDENTIFICATION: SAP nickname and associated subprogram nicknames.

TYPE: Acquisition, Intelligence, or Operations and Support SAP.

SPONSOR: DoD Component and office of primary responsibility.

OSD POC: **OSD-Level** SAP Central Office and point of contact. (May be an OSD or JCS Office or recommend a OSD point of contact if none has been designated.)

ACCESS: Number of individuals access in the following:

Department of Defense:

Executive Branch outside the Department of Defense:

Congress and Staff

Contractors:

TOTAL:

SPECIAL ACCESS PROGRAM QUAD CHART FORMAT

CLASSIFICATION

<p><i><b>-GRAPHIC-</b></i></p>	<p><b>STATUS - ISSUES</b></p>																
<p><b>PROGRAM NICKNAME &amp; DESCRIPTION</b></p>	<table><tr><th colspan="4"><b>BUDGET &amp; SCHEDULE</b></th></tr><tr><th><b>TASK</b></th><th><b>FY 97</b></th><th><b>FY 98</b></th><th><b>FY 99</b></th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td><b>BUDGET TOTAL</b></td><td></td><td></td><td></td></tr></table>	<b>BUDGET &amp; SCHEDULE</b>				<b>TASK</b>	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>					<b>BUDGET TOTAL</b>			
<b>BUDGET &amp; SCHEDULE</b>																	
<b>TASK</b>	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>														
<b>BUDGET TOTAL</b>																	

CLASSIFICATION

QUAD CHART INSTRUCTIONS

UPPER LEFT SIDE:

Photo/line drawing/artist sketch of item being developed. If a technology, an illustration of the technology application.  
“A picture is worth a thousand words.”

UPPER RIGHT SIDE:

Program status.  
Important issues affecting program status of progress.

LOWER LEFT SIDE:

Brief program description. What is it? Where is program going? What need does it fill? Why a SAP?

Highlight major points and successes or problems.

LOWER RIGHT SIDE:

Include current FY and next 2 FYs as a minimum.

Include most recent or next (whichever is closer) milestone or DAB level review.

FY total include all types of \$ (R&D, Procurement, O&M, etc.)

Schedule bars should be accurate to the month if possible.

FORMAT INSTRUCTIONS:

Slide generated using Power Point software

Slide is black background - Words and lines are white unless otherwise specified.

Page setup is 9.4 by 7.4 inches. Box is 9.0X 6.6 inches centered on the page.

All fonts are **VELVETICA**

Classification is red (**RD8**), bolded, 18 point.

Most headings (STATUS-ISSUES, XXX YYY PROGRAM, and BUDGET& SCHEDULE) are bold, 14 point.

Bullets are 85% of character size - color yellow (**YW8**).

Program narrative and issues are 12 point, non-bold.

Budget & Schedule headings are 14 point, non-bold.

Budget & Schedule detail is 12 point, non-bold.

Follow-on slides use the same layout, letter sizes and color scheme except quad chart format are not required.

**CONGRESSIONAL NOTIFICATION OF CHANGE FORMAT**

(Downgrade classification, remove SAP controls, declassify, or make a public announcement)

(CLASSIFICATION)

Honorable Jane S. Able  
Chairperson, Committee on (Name of Committee)  
House of Representatives  
Washington, DC 20315-0000

Dear Ms. Chairperson:

(x/XX) Consistent with Section 119(c)(1) of Title 10, United States Code, this is to notify you that I have approved the (change in classification/declassification) of the Special Access Program names (Nickname). This program will be (declassified/reclassified) as proposed by the Secretary of (Military Department), effective no earlier than 14 days from the date of this letter. After that date the program will be (unclassified/classified) at the (Classification) level.

(X/XX). Special Access Program (Nickname) is being (declassified/reclassified) because

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A public announcement of this change in classification (is/is not) planned. The announcement will take place on or

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Sincerely,

John P. White

**CC:**

Honorable John B. Doe  
Ranking Minority Member

Classified by: \_\_\_\_\_  
Reason: • \_\_\_\_\_  
Declassify on: \_\_\_\_\_

(CLASSIFICATION)